

## CATERING SERVICES PROCESS – UPDATED 1/3/19

Catering Services - all requests for catering services will be handled as follows:

1. The District has a contract with Pacific Dining for food service dining, vending machines and mobile catering services. Please contact Pacific Dining for your catering needs. Contact number 408-406-8487.
2. If Pacific Dining cannot provide services for your event, you can obtain 3 quotes from outside vendors. Select a vendor and submit with Purchase Request Form. Ensure to provide the documentation to show that you contacted Pacific Dining. Submit all documentation with the **Purchase Request Form**, REQUET FOR FOOD PURCHASE – Pre-Authorization for Meal and/or Refreshment, and SFP Certification Statement to Purchasing Division. Funding in GL 589000.

Note: If you are requesting catering services for the fiscal year, please submit all documents with a **Contract Request Form**. Funding in GL 562100.

Please let me know if you have any questions. Thank you.

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## **SFP CERTIFICATION STATEMENT SAMPLE**

"I hereby certify that these expenditure(s) were budgeted and authorized under the (fill in the name of the SFP) Program, with Fund account#\_\_, for the effective dates of (fill in the beginning effective date of the SFP Program), through (fill in the ending effective date of the SFP Program). The Board of Trustees of the Los Angeles Community College District approved this SFP Program on (fill the Board acceptance date\*)."



**Los Angeles Community College District**

Date: \_\_\_\_\_

To: Accounts Payable Manager

From:

Re: **REQUEST FOR FOOD PURCHASE—Pre-Authorization for Meal and/or Refreshment Purchase Under Board Rule #71000**

This memorandum is a pre-authorization for LACCD employee

Name:	Employee Number:
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to make a meal and/or refreshment purchase in accordance with Board Rule #71000. Please, review instructions on second page of this form.

This expenditure is for an event/activity which is deemed an (check appropriate item below):

- \_\_\_ In-service training event,
- \_\_\_ Educational conference/event,
- \_\_\_ Selected committee not covered under Personnel Commission's authority,
- \_\_\_ Special function that directly serves a District need or function as follows (provide rationale)

\_\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Estimated purchase cost: (for Cal Card, see spending limits and maximum limit in the Policies and Procedures for the Purchasing Card Program available on our website): \$ \_\_\_\_\_.

Charge Account: Fund \_\_\_\_\_ GL \_\_\_\_\_ CC/WBS \_\_\_\_\_

The employee has read and understands all the Board Rules and Administrative Regulations related to meals and refreshment purchases, and the employee shall abide by all other Board of Trustees Rules and Administrative Regulations, policies and procedures such as providing an itemized receipt.

\_\_\_\_\_  
Requestor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Division Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval: College President/Chancellor

\_\_\_\_\_  
Date

**Purpose of the REQUEST FOR FOOD PURCHASE form:** Board Rule #71000 allows the Chancellor to “authorize actual and necessary expenditures from the General Fund for meals and refreshments served at District events, meetings, and conferences if the serving of meals or refreshments directly facilitates a District purpose or function.” Accordingly, Board Rule #71000.10 lists the following “Appropriate Functions or Events” for “which such expenditures may be appropriated:

1. In-service Training Events; and
2. Educational Conferences and Events; and
3. Selected Committees not covered under Personnel Commission’s authority; and
4. Special functions that directly serve a District need or function.”

Authorization must be obtained in advance. This form provides for Pre-authorization for Meal and/or Refreshment Purchase per Board Rule #71000. This form is to be attached to the appropriate procurement document. Below are examples of procurement methods.

1. **Purchase Order or Service Agreement:** Attach this approved form to the Purchase Requisition, or Contract Request (SAP Procurement Process) along with the other required documents (i.e., vendor quote(s), etc.
2. **Cal Card:** See the single purchase limit and the 30 day purchase limit. Approval through the completion obtaining this pre-authorization for meals & refreshments is required. After obtaining pre-authorization on this form, attach this originally approved form and the receipt(s) through Cal Card expense claim process.
3. **Reimbursement to District employee:** employee may obtain advance approval through this form, and pay vendor. Obtain prior approval through this form and after event, attach this form and itemized receipt/invoice(s), and initiate reimbursement process through the College Business Office.

**Special Notes:** Use of the Cal Card in procuring meals and refreshments for events under this section should not circumvent the normally required procurement process under the SAP system. Please review the board rule guidelines for disallowed purchase/reimbursable expenditures prior to issuing a request.

**Board of Trustees Rule #71000.11 – Disallowed Reimbursables.** District expenditures for meals and refreshments are NOT allowed for routine administrative meetings, budget planning sessions or other types of informal meetings that are held in the normal course of performing a job.

For Class-Related Student Travel see Administrative Regulation #E-20 at <http://albacore.laccd.edu/> and utilize the LACCD Student Travel Advance Request Form found at <http://sap.laccd.edu/sap/forms/>.

**SFP and Categorical Programs:** If the funding source is from an SFP Program or Categorical Program, the SFP Certification Statement must accompany the procurement request instead of this form. SFP Certification Statement sample is available at our Intranet site at <http://albacore.laccd.edu/sfp/>. These programs can also utilize the LACCD Student Travel Advance Request Form found at <http://sap.laccd.edu/sap/forms/> when traveling with students and/or SFP Participants.

**REQUEST FOR PAYMENT FOR PERISHABLE MATERIALS FOR, CAFETERIA, HOME ECONOMICS, OR SCIENCE MATERIALS:** Separate form used for payment of standard perishable materials required for use by the cafeteria, home economics, or science materials, which cannot be readily obtained through the regular ordering procedures Board of Trustees Rule #7650.12.